

North Cumberland Fire District

Meeting Minutes

July 18, 2007

Present: Absent:

Edward LeBlanc, Chairman

John Aharonian

Robert Audette

Joseph Baglini

Brian Campbell

Matthew Gannon

Paul Lindquist

Robert J. Murray

Others Present:

Rene Gendreau, Chief

Fay Dakake, Clerk

Martin Klara, Tax Collector

Opening:

The regular meeting of the North Cumberland Fire District (NCFD) was called to order at

7:00 p.m. on Wednesday, July 18, 2007, by Chairman Edward LeBlanc.

The first item of business was the election of a chairman for the 2007 – 2008 year.

A motion was made by Mr. Lindquist, seconded by Mr. Audette, to nominate Ed LeBlanc as chairman. All in favor. So voted.

A. Approval of Minutes

A motion was made by Mr. Lindquist, seconded by Mr. Campbell, to accept the Clerk's Report of June 20, 2007 as written. All in favor. So voted.

(The agenda was reconfigured to allow the Chief to present his reports and to be excused to attend this evening's Town Council meeting)

B. Chief's Report and Monthly Expenditures

Chief Gendreau submitted a Monthly Report for June, 2007 including an Expenditures Report dated July 18, 2007. Highlighting his report, Chief Gendreau referred to the following:

- 90 calls last month, a decrease of 31%, attributed to fewer EMS calls, automobile accidents and no water emergencies.**
- Swift water rescue training has been completed**
- Participation in the Community School Field Day**
- Mobile radio reprogrammed**
- Letter from the Cumberland Rescue Service commending Lt.**

Emerson and Pvts. Smith and Garon for their quick patient assessment

- **Thank you letter from Peter Teel for assistance**
- **Newspaper article highlighting Field Day at Community School**
- **Sick leave incentives/excess sick time was paid**

Trustee Audette questioned account 6250 Kevin Clarke (Medication) \$660.04 Chief Gendreau explained this as heart medication that is no longer recognized by Ms. Clarke's health plan. This will be paid every six months.

Chairman LeBlanc noticed account 6260 where in addition to the uniform allowance paid some fire fighters received additional monies.

Chief Gendreau explained that during the first pay period of July, everyone receives \$425.00 out of the clothing allowance. Receipts must be submitted to be reimbursed the remaining \$325.00

Motion was made by Mr. Audette, seconded by Mr. Gannon to accept the Chief's Monthly Report for June 2007 including expenses. All in favor. So voted.

B. New Business

Hillside Road

A copy of the letter written by Chief Gendreau to Mayor McKee, copied to the members of the town council, regarding the condition of Hillside Road was reviewed. Chief Gendreau views Hillside Road as a

disaster situation, being in disrepair and too narrow for two way traffic. Hillside Road has been placed on the agenda for this evening's town council meeting, which he will attend. Chief Gendreau will request that the road be resurfaced and recommend that it be made a one-way from Abbott Run to Diamond Hill Road. Unless the road is widened to 26 feet the problem will persist.

Chief Gendreau excused himself from the meeting to attend this evening's Town Council meeting.

C. Treasurer's Report

Three reports were reviewed. The May and the June reports had not been previously approved. July's Report was received this evening and included the following:

- Financial Summary dated June 2007
- Tax Collections June 30, 2007
- Balance Sheet Prev Year Comparison As of June 30, 2007
- Profit & Loss June 2007
- Profit & Loss Prev year Comparison July 2006 through June 2007
- Profit & Loss Budget vs. Actual July 2006 through June 2007

A \$1950.00 discrepancy is being worked out between the Treasurer, Tax Collector and the Chief. The fourth payment of \$27,823 of Rhode Island excise tax has not been received.

The Financial Summary outlined any expenses with a variance

greater than \$1,000.00 Treasurer Hamel has asked Chief Gendreau to review these expenses to verify that the numbers are accurate. Based on the current figures NCFD has a \$38,829.00 surplus. In the month of June, \$50,000 was recorded as contingency fund and seen as an expense. The \$38,829.00 will be reclassified into the contingency fund.

Chairman LeBlanc noted it would be helpful to receive the Treasurer's Reports prior to the meetings.

The May Treasurer's Report dated 20 June 07, Financial Summary May 2007 was reviewed. Treasurer Hamel noted this report was given at the Annual meeting

A motion was made by Mr. Murray seconded by Mr. Lindquist to accept the May Treasurer's Report dated June 20, 2007. All in favor. So voted.

A motion was made by Mr. Campbell seconded by Mr. Audette to accept the June Treasurer's Report dated July 18, 2007, All in favor. So voted.

D. Tax Collector's Report

The Tax Collector's Report date July 2007 was reviewed.

A motion was made by Mr. Aharonian seconded by Mr. Baglini to

accept the Tax Collector's Report dated July, 2007. All in favor. So voted.

E. Committee Reports

Insurance

No comment

Financial Management, Budget, Taxes

Chairman LeBlanc informed Treasurer Hamel that in reviewing the Budget there were two figures that didn't seem to add up. Mr. Lindquist added, the Page where everything was broken down by quarters, the tax collectors fee (17,000) is way out of line. Tax Collector Klara explained, While Gerry Dupont was tax collector there was was a transition period where both Gerry and Marty were working together. The Clerk's fee was off as well. In reviewing the document Treasurer Hamel noted this document was a worksheet for his own use and should not have been distributed.

Tax Collector Klara reported two properties will be going to tax sale. One is a foreclosure on Holly Lane where taxes have not been paid since 1996. The other is a property on Kings Row (Grundy) being foreclosed on by the Town of Cumberland.

Tax Collector Klara received a call from a mortgage company requesting a payout amount on a piece of property previously belonging to Michelle and Deborah Seamans (3424 Diamond Hill

Road) that went to tax sale in 2005. In doing so, he found that NCFD collected \$601.00 at the tax sale to pay for the taxes on this property. The summary sheet of what transpired, looks like \$ 352.21 was deposited into that account which took care of year 2002. The 2004 taxes were abated with no indication why. The 2003 taxes were left open. The 2003 and the 2004 had not been paid. The bank who contacted Mr. Klara stated that being our tax sale we should have collected all the previous taxes due on the property at the tax sale. Under the direction of Chairman LeBlanc, Tax Collector Klara abated \$331.00, the 2003 taxes, to remedy the account.

OPAL requested that Tax Collector Klara clear all negative balances in order to prepare for tax billing. In doing so, Tax Collector Klara uncovered a \$5538.94 abatement to Marguerite Building Company with no indication why. Reviewing the summary, the entire amount has been built up by double abatements over the years since 1997. Tax Collector Klara would like direction on how to clear this account. Chairman LeBlanc stated there is a lot of history that goes with this account. The town took ownership at one time and held it for several years. It seems the Ski Valley Condo Association now owns it. A copy of the file has been made and he will engage with Tom Heffner who was the Town Solicitor at the time.

Tax Collector Klara was instructed to abate the property with reference notes as to why, in order to correct the negative balance.

Personnel

No comment

Labor Relations

No comment

Nominations

No comment

Buildings, Grounds, Apparatus, Computers

Captain Delisle noted that it is his understanding that NCFD is still in the permit stage for the new septic system.

Public Relations

Chairman LeBlanc referred to the recent article in the Valley Breeze where Mayor McKee asks the fire districts to adopt a tax cap policy. A draft letter from the Chief to the Editor of the Valley Breeze addressing the Mayor's request was reviewed. It was suggested that the Chief eliminate the second and the last paragraphs of the letter.

F. Old Business

Consolidation Committee

Mr. Lindquist reported that the Consolidation Committee is progressing slowly and carefully to propose a budget number and

tax rate. They have not been able to get the town to look at their evaluation numbers. They have gone to OPAL to ask them to review the numbers. Hopefully they will be available for the next committee meeting in August. Mr. Aharonian voiced his concerns over the consolidation efforts and how it affects NCFD's cash balance and tax rate.

Review of 2007/2008 Business Plan

Chairman LeBlanc distributed Business Objectives, FY 2007-2008 (revised July 18, 2007). He asked the Board to review the document and contact him with any suggested revisions. He pointed out several items which require an extensive amount of time. He would consider increasing the size of those committees to equalize the work load. He would also welcome any requests for committee member reassignments.

Mr. Murray asked that the Clerk, Tax Collector and Treasurer, over the next couple of months, track and report the number of hours spent on their respective tasks. He also asked for a budget on a monthly basis and a cash flow analysis over the last six months.

Tax Collector Klara questioned the existence of a planning committee for a new truck (54). Chairman LeBlanc replied that he would speak Chief Gendreau.

G. Public Comment

Mr. Klara mentioned that during the awards presentation at the annual meeting he felt that the Firefighters were not properly introduced or recognized. He feels that it is the Board's responsibility to properly introduce and recognize the awarded firefighters.

Captain Delisle reported that the Chief has posted a list of members who have joined a truck committee. Engine 54 is starting to get close to the end of its career. Once a truck committee is started, it takes several months to write up specifications and then put the specifications out to bid. Once the bids are received it will probably be another year before the apparatus is received. By that time, Engine 54 would be 17 years old.

Trustee Aharonian asked if Pvt. Garon is now the Fire Marshall. Chairman LeBlanc stated Pvt. Garon has completed his fire marshal course as he understands it but is awaiting national certificate from the state. Pvt. Garon was told by the state his certificate was sent June 20, 2007. He has not received notification.

Adjournment

Motion was by Mr. Aharonian, seconded by Mr. Lindquist and unanimously carried to adjourn the public meeting at 8:17 p.m.

Minutes **submitted** **by: Fay** **Dakake,**
Clerk _____
Approved **by: Edward** **LeBlanc,**
Chairman _____